FINANCIAL POLICY ISSUANCES

▸ ## OCFO FINANCIAL LIBRARY TRAINING

As part of our effort to provide top-flight customer service to our own staff and other DOL agency staff, the OCFO has developed a Financial Library Web-site to provide desktop access to critical financial information necessary in conducting the daily financial business of the OCFO and the Department. There are currently over 700 documents in the library and it continues to grow each day. Efforts are underway to define and fill the financial documentation gaps in the OCFO and, indeed, the Department and to house all this information in our library.

The library has been in production since November 15, 1999 and before introducing it to more of the DOL financial population, a pilot was conducted to iron out any potential problems (system stability, response time, Y2K). The OCFO is now ready to make this site available to all our staff and customers.

Training room, C5333, has been scheduled for OCFO use every Wednesday and Thursday mornings beginning on February 2 and ending on March 2, 2000. Everyone in the OCFO is requested to schedule and attend one of the sessions.   Kris Myles, secretary for Mike Griffin, will maintain this schedule. Please contact her on 219-8341 to schedule your day and time. These mandatory sessions will only be one hour in length and will focus on a demonstration of library capabilities.

Since the library covers the broad spectrum of finance, every functional area in the OCFO will have a stack in the library where pertinent financial documents will reside.

W-2 TAX STATEMENTS - DOL's W-2 tax statements for 1999 were mailed no later than
January 20, 2000.

REGIONAL TRANSIT SUBSIDY - Regional Transit Subsidy payments will be processed at
2pm on February 16, 2000. Reimbursements should be in employee bank accounts no later than February 22, 2000.

DOLAR$ AVAILABILITY SCHEDULE
January 15, 2000 through February 20, 2000

Following are the dates and hours that DOLAR$ will be available from January 15, 2000 through February 20, 2000. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Karen Tekleberhan at (202) 219-8314, ext. 166, or Naomi Franklin at (202) 219-6922, ext. 153.

January 2000

Sat.,	Jan.	15	-	Sun.,	Jan.	16	System Closed
Mon.,	Jan.	17	-	Mon.,	Jan.	17	System Closed (holiday)
Tue.,	Jan.	18	-	Fri.,	Jan.	21	8:00 a.m. to 8:00 p.m.
Sat.,	Jan.	22	-	Sun.,	Jan.	23	System Closed
Mon.,	Jan.	24	-	Fri.,	Jan.	28	8:00 a.m. to 8:00 p.m.
Sat.,	Jan.	29	-	Sun.,	Jan.	30	System Closed
Mon.	Jan.	31	-	Mon.,	Jan.	31	8:00 a.m. to 8:00 p.m.

February 2000

Tue.,	Feb.	1	-	Fri.,	Feb.	4	8:00 a.m. to 8:00 p.m.
Sat.,	Feb.	5	-	Sun.,	Feb.	6	System Closed
Mon.,	Feb.	7	-	Fri.,	Feb.	11	8:00 a.m. to 8:00 p.m.
Sat.,	Feb.	12	-	Sun.,	Feb.	13	System Closed
Mon.,	Feb.	14	-	Fri.,	Feb.	18	8:00 a.m. to 8:00 p.m.
Sat.,	Feb.	19	-	Sun.,	Feb.	20	System Closed

ATA Update

▸   **Some Facts About Where We Are Now**

1.   As of pay period 02, 2000, there were 6,167 users nationwide.
2.   All servicing payroll offices, except BLS, are transmitting time and attendance data electronically directly to the Interactive Payroll System.
3.   All Agencies have begun using ATA. All Agencies, except ETA and BLS, have either completed or substantially completed implementation for National Office employees. ETA plans to complete implementation in the National Office this spring.
4.   All Agencies, except OIG, have initiated implementation in their field offices.

ATA Users			
Agency	**National Office Users**	**Regional Location Users**	**Total**
BLS	132	24	156
ESA	690 (Includes Dist. 25)	1,137	1827
ETA	26	(Will begin in PP03)	26
ILAB	84	N/A	84
MSHA	366	237	603
OASAM	505	317	822
OIG	130	0	130
OSEC	463	33	496
OSHA	407	254	661
SOL	321	281	602
PWBA	223	467	690
VETS	42	28	70

▸   **ATA Version 3.0**

Staff are now testing a new version of the ATA system, referred to as ATA V3.0. This new version has several enhancements, explained below, and we expect to implement it in mid-February.

Continuation of Pay (COP) under the Federal Employees Compensation Act (FECA): ATA V3.0 will permit hours of work and/or hours of annual or sick leave to be entered for the same day in which any number of non-work hours are entered and identified as COP in the Non-Work Hours column. Each day for which any number of hours are identified as COP is counted as one COP day toward the 45-day limitation. The total number of COP days and COP hours are posted automatically on the employee's SC&E line item.

Core Days for the Maxi-flex Schedule: Offices on Maxi-flex will be able to select the days for which core hours apply. The ATA will edit for core hour coverage on the selected core days only.

Compensatory Time for Religious Observance: ATA V3.0 will permit entry of compensatory overtime work for religious observance in the Premium Hours column. A new code, "R - Religious Compensatory," has been added to the premium pay category codes. Time worked for the purpose of religious observance will be entered in the Premium Hours column and coded with an "R." The ATA will accumulate the compensatory overtime worked in the "Religious Comp Hours" "Earned" field on the employee's Leave tab. This accumulated balance will be used by the ATA to reduce religious compensatory time used. Credit hours earned will not be used to reduce a religious compensatory time used balance.

Recording Premium Hours: Entry of multiple categories of premium hours will be allowed for the same time frames, that is, Second Shift Differential and Overtime can be claimed for the same hours of work.

New First 40-Hour Tour Designation: The first 40-hour tour of duty has been added to the Employment Basis field on the ATA MER Basic Tab. For these employees, the ATA will only check for 40 total hours per week.

Edits for Duplicate Times: A message will prompt a user to delete hours of work when Non-Work hours are claimed for the same time period.

New Cost Center Manager (CM) Permission: This is a new Permission which grants the Agency Manager functionality over specified cost centers. The CM Permissions may be granted by Systems Managers and Agency Managers.

New SC&E Data Entry Capability for Servicing Payroll Offices (SPOs): SPOs will have a new ATA Module which will permit them to enter SC&E information directly into an SC&E formatted screen for transmission to the Interactive Payroll System. This module will be used only for those offices not using the ATA.